

Request Manager

Request Manager allows for the creation of Placements, Projects, Simulated WIL offers and the sending of Requests to Agencies in the InPlace WIL System. The Request can be created for an individual Agency or for multiple Agencies at once.

Request Manager can be used to send the Requests to the Agencies and to record Agency responses. Request Manager can also be used to record that Agencies have placements available even if they have been arranged outside of the system, i.e. by phone or email.

Placement offers are generated from the Requests, which can then be allocated to Students via the Placement Manager.

The work flow is as follows:



The Request Manager page

Navigate to Request > Request Manager

- The Filter allows you to set the Academic Year Beginning, Discipline and Group Type (Allocation Group *previously course offering* is the default, but you can use Action Group if you have previously created one).
- 2. Placements Required are displayed as colour-coded progress bar.
- 3. There are three tabs available within the Request Manager:
 - The **New Requests** tab.
 - The Action Requests tab.
 - The Process Responses tab.

	MIT	Smart Placement So
Filter Account free Beginning (2020) Decidies: Accounting (COR ACT) Group Type: ACCT1028 - City Cangus - UGRD Senseter 2: 2020 - (2222) X Que Release Address: Placement Required (77) Image: Comparison of	? 🚺 👜 耀 Request Placement Manage Curriculum Re	orts Communication InSight Admin
Filter - Academic Year Begrinng: 2020 Y Discipler: Accounting (COB ACT) Image: Compute Color Compute - UGBD Semester 2 2020 - (2222) Image: Color Compute - UGBD Semester 2 2020 - (2222) Image: Color Compute - UGBD Semester 2 2020 - (2222) Image: Color Compute - UGBD Semester 2 2020 - (2222) Image: Color Compute - UGBD Semester 2 2020 - (2222) Image: Color Compute - UGBD Semester 2 2020 - (2222) Image: Color Compute - UGBD Semester 2 2020 - (2222) Image: Color Compute - UGBD Semester 2 2020 - (2222) Image: Color Compute - UGBD Semester 2 2020 - (2222) Image: Color Compute - UGBD Semester 2 2020 - (2222) Image: Color Compute - UGBD Semester 2 2020 - (2222) Image: Color Color Compute - UGBD Semester 2 2020 - (2222) Image: Color Co	Manager	
Allocation Group Details- General: 60 Days	Filter▲ Academic Year Beginning: 2020 ∨ Discipline: Accounting (COB-ACT)	✓ Group Type: ✓ ACCT1028 - City Campus - UGRD Semester 2 2020 - (ZZZZ) X Q- Refresh
Placement Required (7) Indicated (0) Indicated (0) Noty tel responded 0 Noty tel responded 0 Detail Offers from other sources Interregence 0 Mew Request Action Requests Filter Interregence Analde Agencies: Filter Prema ta filter Selected Agencies: Prema ta filter (Group) Selected Agencies: Prema ta filter (Group) Selected Agencies: Analde Agencies: Selected Agencies: Prema ta filter (Group) Selected Agencies: Abound Group; Burness Solutions (Department (Corp)) Selected Agencies: Accome Genetic (Group) Selected Agencies: Accome Gene	Allocation Group Details	
Detail 7 Not yet responded 0 Number of offers 4 Others from other sources 0 New Request Action Requests Filter Process Responses Filter Agencies Query Tool Reset Filters Filter Filter Available Agencies: Filter Performed (Group) Selected Agencies: Schehords (Group) Selected Agencies: Available Agencies: Selected Agencies: Image: Group) Selected Agencies: Schehords (Group) Selected Agencies: Aband Group) Selected Agencies: Agencies: Selected Agencies: Marcia Respondent (Group) Selected Agencies: Aband Group? Selected Agencies: Selected Agencies: Unelect Unelect Unelect Aband Group? Selected Agencies: Aband Group? Selected Agencies: Unelect Unelect Marchards Filter Selected Agencies: Aband Group? Selected Agencies: Marchards Filte	General: 60 Days	Placement Required (77)
Allocate(0) Itemaning (77) Notly et responded 0 Number of offers 4 Offers from other sources 0 New Request Action Reguests Filter		77
Detail 0 Number of offers 4 Offers from other sources 0 New Request Action Requests Process Responses Filter Agencies: Process Responses Filter Filters Filters Filters Filters Filters Action Requests Selected Agencies: Selected Agencies: Instant (Group) Associates (Group) Selected Agencies: Selected Agencies: Add Farmers (Group) Associates (Group) Selected Agencies: Selected Agencies: Associates (Group) Associates (Group) Select (Group) Select (Group) Associates (Group) Select (Group) Select (Group) Select (Group) Accounting No Industry Partner Recorded (Group) Accounting No Industry Partner Recorded (Group) Filters (Group) Accounting No Industry Partner Recorded (Group) Accounting No Industry Partner Re		Allocated (0) Remaining (77)
Detail Contrast outlets Contrast outlets New Request Action Requests Process Responses Filter Agendes Query Tool Reset Filters Filter by Agency Name: Filter Filter by Agency Name: Filter Available Agendes: Filter (Group) Advand Group: Dama Solutions (Group) Advand Solutions (Group) Advand Group: Dama Solutions (Group) A		Notyet responded 0
New Request Action Requests Process Responses Filter Agendes:	Detail	Offers from other sources 0
New Request Action Requests Process Responses Filer Agencies Query Tool Reset Filters Filter by Agency Name: Filter Available Agencies: Inemni & tom (Group) 50 Networks (Group) 7-Bieven (Group) </td <td></td> <td></td>		
Filter Agendes Query Tool Rest Filters Filter by Agency Name: Filter Available Agendes: Filter bit Mathematical Science (Group) Associates (Group) Selected Agendes: Rest Rivern (Group) Associates (Group) A National Associates (Group) Selected Agendes: Science (Group) Selected Agendes: ABA Partners (Group) Selected Agendes: ABA Partners (Group) Selected Agendes: Aband Group (Group) Selected Agendes: Aband Group (Group) Selected Agendes: Aband Group (Group) Selected Agendes: Accounting (No Industry Partner (Corp)) Selected Agendes: Accounting (No Industry Partner Recorded] (Group) Select Unselect Accounting (No Industry Partner Recorded] (Group) Select Unselect Accounting (No Industry Partner Recorded] Select Unselect Accounting (No Industry Partner Recorded] Select Office/Outlet) Accounting (No Industry Partner Partner) Select Office/Outlet) Accounting (No Industry Partner Partner) Select Office/Outlet) Accounting (No Industry Partner Partner) Select Office/Outlet) Accounting (No Industr	New Request Action Re	uests Process Responses
Filter Agencies Query Tool Reset Filters Filter by Agency Name: Filter Available Agencies: Filter by Agency Name: Available Agencies: Selected Agencies: Schetworks (Group) Selected Agencies: Add Schero Co. Pty Ltd (Group) Add Schero Co. Pty Ltd (Group) AB Oxford Cd Stazego Co. Pty Ltd (Group) Selected Agencies: Abund Group (Office/Outlet) Selected Agencies: Abund Group Selected Stazego Co. Pty Ltd (Group) Accounters Solutions (Department (Corp)) Select Accounters Instan Tax Agents Pty Ltd (Office/Outlet) Unselect Aniset (Group) Selected (Group) Advantedge Financeal Services (Office/Outlet) The select Advanted (Group) Selected (Group) Advanted (Group) Selected (Group) Advanted (Group) Selected (Group) Advanted (Gro		
Agendes Query Iool Reset Filters Filter by Agency Name: Filter Available Agencies: Selected Agencies: nemri & tom (Group) Science (Group) 25 Networks (Group) Associates (Group) A J Malon & Associates (Group) Selected Agencies: bound Group (Office/Outlet) Selected Agencies: bound Group (Office/Outlet) Selected Agencies: Accounting (No Industry Partner Recorded] (Group) Select Advance (Group) Select (Group) Accounting (No Industry Partner Recorded] (Group) Select (Group) Accounting Partner Recorded] (Group) Accounting Partner Recorded] (Group) Advance (Group) Accounting Partner	Filter	
Filter by Agency Name: Filter Available Agencies: Selected Agencies: Immers & tom (Group) Solution (Group) 25 Network (Group) Associates (Group) AB Partners (Group) Selected Agencies: ABA Partners (Group) Selected Agencies: Abanci Group (Group) Selected Agencies: Accountates and Tax Agents Pty Ltd (Group) Selected Agencies: Accountates and Tax Agents Pty Ltd (Group) Selected Agencies: Accountates And Tax Agents Pty Ltd (Group) Selected Agencies: Accountates Agencies (Group) Selected (Group) Accountates Agencies (Group) Selected (Group)	Agendes Query Tool Reset Filters	
Available Agencies: Selected Agencies: Son (Group) Son (Group) Son (Group) A) Mahon & Associates (Group) AD Oxford Cold Strange C.O. Put Ltd (Group) AB Prytt Ltd (Group) AB Dxtford Cold Strange C.O. Put Ltd (Group) AB Prytt Ltd (Group) Aborder Cold Strange C.O. Put Ltd (Group) AB Prytt Ltd (Group) Aborder Cold Strange C.O. Put Ltd (Group) Accountates and Tax Agents Psty Ltd (Office/Coutet) Accounting [No Industry Partner Recorded] (Group) Active Cold Strange C.O. Strange Strange C.O. St	Filter by Agency Name: Filter	
Available Agencies: nemnik tom (Group) Sol Networks (Group) Al Mahona & Ascolates (Group) Al Mahona & Ascolates (Group) Ad Storage Co. Pty Ltd (Group) Adapted Couled) About Group (Office/Outlet) Accountains they Ltd (Office/Outlet) Accounting (No Industry Partner Recorded] (Group) Advances (Group) Accounting No Industry Partner Recorded] (Group) Advances (Group) Accounting No Industry Partner Recorded]		
nend 8 tom (Group) S0 Networks (Group) 7-Bieven (Group) A Dhank Sacolatte (Group) AB Oxford Cold Storage Co. Pty Ltd (Group) AB AP Artimes (Group) Accountations and Tax Agents Pty Ltd (Office/Dutlet) Accounting (No Industry Partner Recorded) (Group) Accounting (No Industry Partner Recorded) Accounting (No Industry Partner Recorded) Account	Available Agencies:	Selected Agencies:
ISG Networks (croup) A 2 Mahon & Associates (croup) A 3 Mahon & Associates (croup) A BA Oxford Cold Storage Co. Py Ltd (croup) ABA Pratmers (croup) ABA Pratmers (croup) Abound Group (Office/Outlet) Account of and Tax Agents Py Ltd (Office/Outlet) Accounting IND Industry Partner Recorded (Group) Accounting IND Industry Partner Recorded	nenni & tom (Group)	^
/ -Estim (Group) AB Dordroit (Source) (Source) AB Dordroit (Source) (Source) AB Partners (Group) ABS Privite (Group) Abound Group (Office/Outlet) Abound Group: Business Solutions (Department (Corp)) Acciona Seatech (Group) Accounts and Tax Agents Py Ltd (Office/Outlet) Accounting [No Industry Partner Recorded] (Group) Account for North Seatech (Group) Account (Source) (Source) Account (Source) (Source) (Source) Account (Source) (Source) (Source) (Source)	5G Networks (Group)	
AB Oxford Cold Storage Co. Pty Ltd (Group) AB Partners (Group) ABA Partner (Group) ABA Partners (Group) ABA partner (Group) Select Accountants and Tax Agents Phy Ltd (Office/Dulet) Unselect Accounting [No Indust Plartner Recorded] (Group) Unselect Accounting [No Indust Plartner Recorded] (Group) Unselect Accounting [No Indust Plartner Recorded] (Group) Adamed Flartners (Group) Actar (Gring)(Dulet) Unselect Accountants and Plartner Recorded] (Group) Adamed Flartners (Group) Actar (Gring)(Dulet) Hoselect Advance (Group) Hoselect Actar (Gring)(Dulet) Hoselect Advance (Group)	A J Mahon & Associates (Group)	
ABA Pytic (Group) ABB Pytic (Group) Abound Group (Office/Outlet) 	AB Oxford Cold Storage Co. Pty Ltd (Group)	
Abound Group (Office/Outlet) Select Abound Group is ubanes Solutions (Department (Corp)) Select Accountants and Tax Agents Py Ltd (Office/Outlet) Unselect Accounting [No Industry Partner Recorded] (Group) Unselect Accounting (No Industry Partner Recorded] (Group) Accounting (No Industry Partner Recorded] (Group) Accounting [No Industry Partner Recorded] (Group) Accounting (No Industry Partner Recorded] (Group) Accounting [No Industry Partner Recorded] (Group) Accounting (No Industry Partner Recorded] (Group) Accounting [No Industry Partner Recorded] (Group) Accounting (No Industry Partner Recorded] (Group) Accounting [No Industry Partner Recorded] (Group) Accounting (No Industry Partner Recorded] (Group) Accounting [No Industry Partner Recorded] (Group) Accounting (No Industry Partner Recorded] (Group) Accounting [No Industry Partner Recorded] (Group) Accounting (No Industry	ABA Partners (Group) ABB Ptv Ltd (Group)	
Abound Group: Business Solutions (Department (Corp)) Accound articles (Group) Accountants and Tax Agents Pty Ltd (Office/Outlet) Account (Office/Outlet) Account (Office/Outlet) Account (Office/Outlet) Account (Office/Outlet) Account (Group) Advantage Phaneas (Group) Advantage Phaneas (Diffice/Outlet) Advantage Phaneas (Diffice/Outlet) Advantage Phaneas (Diffice/Outlet)	Abound Group (Office/Outlet)	
Accounting Ibn Joudary Pay Lid (Office/Outlet) Account (office/Outlet) Account (office/Outlet) Account (office/Outlet) Account (office/Outlet) Account (office/Outlet) Account (office/Outlet) Advantage Financial Services (office/Outlet) Advantage Financial Services (office/Outlet) Africantes Phy Lid (Graup)	Abound Group: Business Solutions (Department (Corp))	Select
Accounting [No Industry Partiers Recorded] (Group) Unresect Accru (Office/Outlet) Activation (Group) Activation (Group) Activation (Group)	Accountants and Tax Agents Pty Ltd (Office/Outlet)	
Actor (Unite/Joue) Actor-Global Pt Itd (Group) Advantage Phamark (Group) Advantage Phamark (Group)	Accounting [No Industry Partner Recorded] (Group)	Unselect
Advance (Group) Advantage Pinanda Services (Office/Outlet) Advantedge Pinanda Services (Office/Outlet) AFS A servicentee Piv Lttl (Groun)	ACET-Global Ptv Ltd (Group)	
I Advantage Pharmacy (Group) Advantage Pinancial Services (Office/Outlet) AFS A Associates PVI thi (Groun)	Advance (Group)	
AFS & Associates Phy Ltd (Groun)	Advantage Pharmacy (Group) Advantedge Financial Services (Office (Outlet)	
	AFS & Associates Pty Ltd (Group)	v

InPlace Support V4.10 Quick Reference Guide: Request Manager Page 1 of 5



Create New Requests (for Placements, Projects or Simulations)

The **New Request** tab allows you to create new placement Requests for one or multiple Agencies.

- 1. Click on the **New Request** tab.
- 2. Highlight the Agency or Agencies required and click on the **Select** button.
 - If an Agency is not listed, please ensure that the Agency is connected to your Discipline
 - Refer to the Agency Maintenance Quick Reference Guide for further details
- 3. Select the **Placement Blocks** (the default setting is **Other** but you can create your own Placement Blocks if required).
- 4. Enter the Placement Start Dates and End Dates.
- 5. Enter the **No.** of Placement offers to be created.
- Click on the Clock icon to set the Placement schedule times radio buttons (i.e. "Full Day", "Half Day").
- 7. Click on the **OK** button to close the window.
- 8. Click on the **Add Experiences** link to open the **Select Experiences and Duration** pop-up window.
- 9. Populate the **Experience** (default is **General**), **Duration** and **Unit of Measure** drop-down menus.

New Request	Action Requests	Process Responses
Filter Agencies Filter by Agency Name:	Filter	
Available Agencies:		Selected Agencies:
nemi & tom (Group) SG Networks (Group) 7-Eleven (Group) A J Mahon & Associates (Group) AB Oxford Cold Storage Co. Pty Ltd (Group) ABA Partners (Group) Abound Group: Business Solutions (Department (Corp)) Acciona Geotech (Group) Accountants and Tax Agents Pty Ltd (Office/Outlet) Accounting [No Industry Partner Recorded] (Group) Activia Yogurt (Group) Activia Yogurt (Group) Advantage Pharmacy (Group) Advantage Pharmacy (Group) Advantedge Financial Services (Office/Outlet) AFS & Associates Pty Ltd (Group) Attacted (Group) Advantedge Financial Services (Office/Outlet) AFS & Associates Pty Ltd (Group)	Select Unselect	
Placement Blocks:	Start Date End Date No. Times (d/mm/yyyy) (d/mm/yyyy)	Experiences
Add new row	✓ 0 ⁽²⁾	Add Experience

- 10. If creating Projects or Simulated WIL offers enter a **Group Code** field which consists of the naming convention of the "Course Code" with an "F_" at the front.
- 11. Tick the **Fixed Dates**, **Fixed Experience and Duration** and **Ignore for Placement clashes** check boxes as required.
- 12. Click on the **Save** button.

*Note: If a message is included in the "Comment" field, it will be visible to the Student once the Placement is allocated.

Changing the "WIL Activity Type" (for Projects or simulated WIL):

- 1. Click on the **Edit link** for the WIL Activity Type.
- 2. Change the default of **Placement** to **Project**, **Simulation** or **Combined Project and Simulation** from the drop-down menu within the pop-up window.
- 3. Click on the **Save** button.



Communication Templates

A Communication Template is a defined email message populated with variable mail merge fields in order to communicate with Students, Agencies and Staff.

Those that are **Shared** are generic and available to all users. Discipline specific customised templates can be created for you by InPlace Support.

When a Communication Request is generated, a list of relevant Communication Templates for that action will be available from the **Template** drop-down menu.

Merge fields and text can also be edited at this stage, as well as any formatting or layout changes required.

These changes apply only to this particular email and are not saved into the Template itself (permanent changes must be applied from the Communication Templates page).

RMIT		Agency Communication		×	×11	2 InPlace
	Request Placement Mana	Communication Details Selected Responde	ents/Preview			[Log Off]
Request Manager	Request Placement Man	Agency Communication Communication Details Selected Responder Preview Setup Template: [Education] Request For Placements CC: Bcc: Subject: Work Integrated Learning at RMIT - Requer Body: E E E E B I U S E E E Marge Fields - Data = FagencyParsonnelName#; Please kindly formard this request to your I am writing to request your assistance to degree for a 20 day placement commend Mentors in your school are sought for the	ents/Preview ents/Preview est for Assistance Formats Paragraph Font Family Font Sizes K C O C C C C C C C C C C C		colum.applytor (Deriver applytor (Deriver	Surrent Page Only Control of Status
		English Biology* Visual Arts				
		Humanities Science Media History Psychology* LOTE	_			
		Preview Message Preview Document Preview Recipient 5G Networks	Send Cancel			
					1////	

Action Requests

Once the placement Requests have been created, notifications can be sent using the **Action Request** tab. If the Requests are actioned outside the system, such as a phone call, skip this step and proceed to Process Responses.

- 1. Click on the Action Requests tab.
- 2. Tick the check box for the Request or Requests that you wish to action.
- 3. Tick the **Email** or **Print** check box (Please note: The **Email** option is only available if the Agency has **Email** set as an accepted contact method AND has an active Personnel entry on the account with Receive Correspondence flagged).
- 4. Click on the Action Request link beneath the Actions header.
- 5. Click **OK** on the **Confirm** pop-up box.
- Once the Agency Communication Template pop-up window is displayed, you can Preview Email, Preview Document (if applicable) or click on the Send button. If required, you can also edit the email text.
- 7. The Summary of Actioned Requests is displayed.



Process Responses

The final step in the placement Request process is to generate placement offers through the Process Responses tab.

Beneath the **Action** header is a list of possible selections. These options are:

- Generate Offers: Generates Placements with a status of "Offer".
- Generate Planned Placements: Generates an offer for one / multiple requests. •
- Reject: Marks the Request as "Rejected" on behalf of an agency. •
- Acknowledge Rejected: The Agency has rejected the request from within InPlace. This • selection acknowledged their rejection.
- Restore: Restores the Request to it's previous status. •
- <u>ReInstate</u>: If the Request has a Status of "Rejected", this option will restore the request back to • "Pending".
- Display Log: A log of the activity performed on the request since it was created. It includes the • date and time of the action, user name, and operation.
- Mark as 'No Response: Marks the request as having had no response from the Agency.

To Generate a Placement Request offer response:

- 1. Click on the Process Responses tab.
- 2. Tick the check-box for the selected Request or Requests.
- 3. If a Placement Block was not used when creating the Request, the dates of the Request can be modified within the "Start" and "End" fields.
- 4. Populate the **Offer** field with the number of Placements which need to be generated (this can be different from original request - i.e. originally the request was for an Agency to take 10 placements but this has been amended to 5).
- 5. Click on the Generate Offers link.
- 6. The Confirmation pop-up window appears, asking 'Generate offers for 1 request(s)?'.
- 7. Click the **OK** button to close the pop-up window.
- 8. A green thumbs-up logo is now displayed next to the Placement Request.

MIT									R	eque	est N	lanage
RMIT			Successfully	generated offers t	for 3 request	s)					Sma	InPlacement Solution
. ? 0	👭 Request Placement Mana	je Curriculum Rep	orts Communicatio	n InSight A	dmin							
t Manager												
Filter Academic Year Beginning:	2020 V Discipline: Accounting	(COB-ACT)	~ (Group Type:		V ACCT10	28 - City Car	npus - UGRD Semester 2 2020 - (ZZZZ)	× Q-	Refresh		
Allocation Group Det General: 60 Days Detail	dīb▲			Placeme Allocated (0) Not yet responde Number of offers Offers from other	nt Required 77 Remai	(77) ning (77) 0 4 0						
Nev	v Request	Action Reque	ests		Process	Responses						
Filters • None	Action Generate Offers Generate Planned Placement	Reje Adar	ect nowledge Rejected		Restore ReInstat	•		Display Log Mark as	'No Response'			
				1	- 3 of 3						Item	s to show 40 🗸
	→ Agency	+ Start	→ End	→ Grp	#Req	#Plc	Offers	Duration/Experience	Attr Split	Cost	Times	Request Status
🗌 🗉 🍃 Detail	0 5G Networks	1/02/2020	29/02/2020	T1221	5	25	5	245 days General	0	ß	9	1
🗌 🔹 🍃 Detail	ACS Foundation	3/02/2020	7/02/2020	Test C	15	45	15	3 days General	0	R	9	1
🗌 💿 🗾 Detail	PricewaterhouseCoopers	2/03/2020	31/03/2020	T1233	30	90	30	25 days General	0	æ	9	1

Once a Request has been generated, a number of values can still be edited if required.

These include:

- Start and End dates.
- Grp (Group code).
- Offers
- Duration
- Split (this allows a "Parent" Agency to distribute Students amongst different branches or offices if required

To allocate students to the placement offers proceed to **Placement> Placement Manager**. Refer the to *Placement Manager Quick Reference Guide* for more information.

For further assistance, please contact your school's WIL team or visit <u>InPlace Support Online</u> <u>Help</u> or contact the InPlace Business Support Team at <u>inplace.support@rmit.edu.au</u>